

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Veterans Services

PROGRAM: Veterans Services

SUBJECT: Reclassification of Coordinator Position.

<p>I am respectfully requesting to reclassify the Veterans Services Coordinator position.</p> <p>Upon review of the current job description it has been determined the job duties are not fully reflective of the level of responsibility and job duties required of the position at this time.</p> <p>I am recommending the position be moved from a Range 20 to a Range 25, which will bring this position into alignment with other positions with similar responsibilities and duties.</p> <p>Additional cost:</p> <p>Cost: approx. \$15,000 annually</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>The Veterans Services Department be allowed to reclassify the Veterans Services Coordinator position, effective December 1, 2021.</p> <p><i>**Note: Request reviewed with Liaison Commissioner, HR Director and Finance Director prior to submission.</i></p>
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ATTACHMENTS:

Date: (8.20.21)

Submitted By: (Kim Beck)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

..... PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: December 1, 2021

Action taken:

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Follow-up:



UMATILLA COUNTY

POSITION DESCRIPTION

Department: *Veterans Services*
Position Title: *Coordinator*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** **25**
Union Covered: **No** **BOLI Exempt:** **Yes**

GENERAL DESCRIPTION OF POSITION

The Veterans Services Department (VSD) Coordinator performs high level administrative and technical work related to VSD offices function and adherence to the ORS and OARs as it relates to Veterans Services and the County. The work involves, but is not limited to; supervising, managing, communicating, organizing, scheduling, coordinating, researching, compiling, exchanging and analyzing information, maintaining confidential personnel records, purchasing, preparing payroll and budget records, and other correspondence for the Veterans Services Department. Responsible to coordinate and operate all day to day activities related to Veterans Services. Responsible to perform the duties of a Veterans Service Officer (VSO) when needed. The work is not primarily clerical and is supervised on a limited basis. Through effective communications and diplomacy, maintains a positive posture for the office, both internally with the staff, and externally with other agencies and their representatives, Veterans and their family/supports, and other resources for Veterans Services.

Performs all related work as required. The employee actively works toward the Veterans Services Department mission, goals and values, and demonstrates effective leadership within the VS Department and County.

SUPERVISORY RELATIONSHIPS

Supervision Received:

The employee works under the direct supervision of the Director of Veterans Services.

Supervision Executed:

The VSD Coordinator is responsible for the direct supervision of the Veterans Service Officers (VSOs), interns or volunteers, and any contractors.

PRINCIPAL DUTIES OF POSITION

1. Manages, directs and oversees all activities and personnel in the VSD in all locations throughout Umatilla County.
2. Responsible for the custody and maintenance of confidential employee records and other matters for all VSD staff, responds to employee needs and problems, evaluates the importance of each one and develops resolutions as needed.

3. Introduces and on-boards newly hired employees to the department, includes processing employment paperwork for the office and the County, issues keys and all necessary property and maintains records of all items, arranges VSO training and maintains VSO records when applicable.
4. Responsible for all aspects of the VSD administrative duties including but not limited to timesheets, travel, maintenance and upkeep on vehicles, purchasing, employee payroll change notices, keeping accurate and timely records, and all other clerical duties associated with VSD offices.
5. Responsible for all aspects of supervision of VSOs, including but not limited to day to day assignments, professional development, coaching, quality assurance, performance reviews, and addressing any performance concerns immediately directly with employee (when appropriate), followed-up by accurate and timely documentation.
6. Assists and advises on annual budget preparation, maintains records of all revenues and expenditures and prepares payables for accounting, according to budget line items.
7. Prepares reports as requested by Director and/or required by the Office of Veterans Affairs with the State of Oregon.
8. Performs the duties of a VSO when needed and determined appropriate.
9. Represents the VSD through effective communications and diplomacy, maintains a positive posture for the office, both internally with the staff, and externally with the Office of Veterans Affairs, other government agencies and their representatives, and all veterans, veterans' families and their supports.
10. Performs other duties as assigned to accomplish the objectives of the position.

OTHER DUTIES OF POSITION

The duties of the VSD Coordinator can be changed as needed to serve the goals of the VSD. The statements contained herein reflect general details as necessary to describe the principal functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

REQUIREMENTS FOR POSITION

Experience and Training

- Must possess an associate degree from an accredited college or university, and a minimum of four years of experience in social services, or an equivalent combination of education, training and experience that would enable performance of the position at the discretion of the VSD Director.
- Must be an accredited VSO or obtain accreditation within one year of hire.

Knowledge, Skills and Abilities

- Requires the ability to carry out the full scope of the position, and the initiative to perform all duties of the position efficiently and effectively.
- Must be able to interpret, apply, explain and reach sound decisions in accordance with laws, rules and policies of the federal and state government, VSD and the County.
- Ability to communicate clearly and effectively, both orally and in writing.
- Requires a high degree of tact, patience, discretion and diplomacy in dealing with confidential matters and sensitive situations regarding employees and veterans and their families.
- Excellent organizational skills, excellent human relation skills to successfully develop and

maintain effective working relationships with the VSD staff and others outside the agency including federal and state governmental agencies, local and regional programs, and others encountered in the course of work.

SPECIAL QUALIFICATIONS

- Current Driver's License. May be required to drive a county vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to handle and/or operate objects, tools, or controls; and reach with hands and arms. Requires visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk and sufficient strength to perform all functions of the job; speech and auditory abilities sufficient to carry on conversations and project voice among large crowds; sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers.

The employee may occasionally lift and/or move over 25 pounds. Requires satisfactory visual and auditory abilities, whether corrected or uncorrected, to perform all aspects of the job.

TOOLS AND EQUIPMENT USED

Equipment related to VSD, including but not limited to; tools and other apparatus for outreach events; computers and computer programs, including word processing, data base, Internet, and spreadsheet programs; cellular devices and applications; calculator, telephone, copy machine, fax machine and other office related tools and equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in an office or indoor environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date